

VETERINARY SERVICES PROGRAM AND STATION REVIEWS
- *Schedule of Events* -

Date	Activity	Responsibility
June 30	Letter requesting recommendations	OSS
July 30	Recommendations for review	VS Directors
September 30	Select team leaders	VSMT
September 30	Distribution of Annual Review Plan	OSS
October 30	Schedule review and notify OSS of schedule; Selection of review team members	Team leader
November 15	Update Annual Review Plan to include schedules	OSS
April & October	Semiannual report of reviews	OSS
October - May	Summary of Station Review Recommendations (National)	Regional Office Reps/Team leaders

* Quality is of the essence. If needed, a longer time frame can be agreed upon between the AVIC and Regional Director.

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Fill-In Date	Timeframe	Activity	Responsibility
	Prior to Review	Obtain travel authorizations for review team	Team leader prereview
	Activities	Team leader	
	On-site Review		Review team
	20 working days following completion of on-site review	Team members reports due	Review team
	30 working days following completion of on-site review	Team's report	Team leader
	30 working days	Meeting/Teleconference (director, AVIC, team leader)	Director
	30 working days *	Action plan completed and distributed	AVIC or Program Manager, Director

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